

Retention and Classification Report

Agency: Jordan School District (Utah). Office of Planning and Evaluation
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Records Officer

27227 Administrator evaluations

AGENCY: Jordan School District (Utah). Office of Planning and Evaluation

SERIES: 27227

3

TITLE: Administrator evaluations

DATES: 2006-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These records document the evaluation of employee performance. They include appraisals and job standards upon which they are based, and any supporting documentation. These records are normally part of the personnel file.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 14, Item 30.

AUTHORIZED: 05/11/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative